

EMERGENCY MEDICAL PROCEDURES

(Two copies of this should be carried with team by different team members)

Note 1. Before start of the trip make sure you have gathered the following information:

- a) Have a list of each person's Full Name, SSN, Employee Number, and DOB.
- b) List medical conditions of the team members and the names of prescription drugs being taken.

Note 2. Give a copy of this to your host upon arrival.

Emergency Medical Procedures for U.S. Participants:

1. Assign an escort to the patient. They will become the central focus of these procedures and should stay with the patient at all times.
2. Escort should keep a log of what is done to the patient and what medications are given, especially prior to entering a hospital/clinic (i.e. ambulance).
3. Escort (or designee) - call emergency evacuation contractor associated with the patient's laboratory.
(You may have to call AT&T Direct Moscow, see Other Important Numbers on Page 3)
4. Escort (or designee) – call patient's organization to notify medical emergency taking place:

ANL: 630-252-2811 (aft hrs 630-252-6131)

BNL: 631-344-2238

DOE: Medex will notify DOE

LANL: 505-667-0900 (aft hrs 505-667-6211)

LLNL: World Wide Assistance will notify Lab

OAK RIDGE: 865-574-6606 or 865-574-7172

PANTEX: 806-477-5000

PNNL: 509-375-2400

SNL: 505-844-4189

Medex				SOS Access	World Wide Assistance			
U.S.: (1) 410-453-6330 or 1-800-527-0218 England: (44) 1273-223000 or 223001 China, Beijing: (86) 10-6465-1264 <i>(Any number can be called collect)</i> Tell person answering the phone there is a medical emergency. See bullets below for information to provide.				Moscow: 095-937-5760 or U.S.: 215-245-4707 Tell person answering the phone there is a medical emergency. See bullets below for information to provide.	U.S.: 202-331-1596 or 202-331-7635 (you can call collect) or 800-368-7878 Tell person answering the phone there is a medical emergency. See bullets below for information to provide.			
BNL	DOE	PANTEX	PNNL	SNL	ANL	LANL	LLNL	OAK RIDGE
MEDEX ID: "555" "BNL"	Via Mary Ellen Horney, ID: By Individual Name	MEDEX ID: "539"	MEDEX ID: "CHB"	Account: 01AC660	Cigna Secure Travel, Policy #ABL652339, Group #57	ID: LLL 333-LA (LANL)	ID: LLL 333-L (LLNL)	Cigna Secure Travel, Policy # Oak Ridge Group # 57

4/25/02, ID, Account, or Group numbers re-verified with DOE and each Lab. Telephone Numbers for Medex, SOS and World Wide Assistance also re-verified.

Be prepared to answer the following:

- Who you are.
- Name of the patient, age, sex, SSN and Employee #.
- Patient's laboratory and ID, Account, or Policy/Group number for medical plan.
- Symptoms, include information on medical conditions, prescription medications.
- Current situation.
- Name of attending physician.

• Phone number of hospital or clinic where the patient is located.

• Phone number of attending physician.

5. Contact Appropriate Embassy.

RUSSIA --- MOSCOW EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Novinskiy Bul'var 19/23, Moscow, Russia

Switchboard: 095-728-5000

(Switchboard works from: 8 a.m. - midnight, everyday including holidays)

Medical Unit: CALL SWITCHBOARD 095-728-5000, ask for medical unit, ext. 5840 (working hrs, 9:00am-5:30pm, Mon-Fri)

Off-duty hours, call Post #9: 095-728-5109 and a medical officer will be paged.

St. Petersburg Consulate: Furshtadtskaya Ulitsa 15, 191028 St. Petersburg, Russia

During working hours: 7-812-275-1705 Phone, 7-812-850-1473 FAX

After hours: 7-812-274-8692, Emergencies: 7-812-271-6455

American Consulate General, Bolshaya Morskaya Ulitsa 57, 190000 St. Petersburg, Russia 7-812-110-6656

Vladivostok Consulate: Ulitsa Pushkinskaya 32, Vladivostok, Russia 690000, Phone: 7-4232-268-458/268-554, 7-4232-300-070, FAX: 7-4232-300-091

After hours: 7-4232-215-854, Emergency: 7-4232-268-093 (Ask for Consulate duty officer)

Yekaterinburg Consulate, Ulitsa Gogolya 15, Yekaterinburg, Russia 620151

For those travelers to S-45, S-44, C-65, C-70, SF Nikiet, Beloyarsk (NOT Tomsk, Novosibirsk, Krasnoyarsk, Vladivostok which are out of the Consular area)

Also contact the Yekaterinburg Consulate at the following numbers:

During working hours (8:30-5:00, Monday-Friday): 3432-564-619, 3432-564-691, 3432-564-744 (Consular Section), 564-515 fax

After hours answering machine: 3432-629-888

Duty officer, after working hours and on weekends: 8-29-051-506 In Yekaterinburg and Nizhniy Tagil, 8-3439-051-506 from other CIS cities

Only in the most dire after hour emergencies use: 206-176. This is the Consul General's home phone.

BELARUS --- MINSK EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Starovilenskaya Street, 46, Minsk 220002, Belarus

Switchboard: 375-17-210-12-83

(Switchboard works from: 8:30 a.m. – 5:30 p.m. Monday-Friday)

After hours emergency: 375-17-226-16-01 or 375-17-276-01-34

KAZAKSTAN --- ALMATY EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

99/97A Furmanova Street, Almaty, Kazakhstan 480091

Medical Unit: 011-7-3272-506-270 (Normal Hours: 9:00 a.m. – 6:00 p.m.)

Switchboard: 7-3272-633-921

(Switchboard works from: 8:30 a.m. – 6:30 p.m.)

Off-duty hours: call Marine Post: 7-3272-507-627

NOTE: Within Almaty dial 8 (tone) + number; Outside Almaty dial 8 (tone) 3272 + number

UKRAINE --- KIEV EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Yuriya Kotsubinskoho 10, Kyiv 254053 Ukraine

Medical Unit: Use telephone numbers for Switchboard and Off-duty hours.

Switchboard: 380-44-246-9750, FAX: 244-7350, Consular Section: 246-8048

(Switchboard works from: 9:00 a.m. – 6:00 p.m. Mon-Fri. Closed Sat-Sun, U.S./some Ukrainian Holidays)

24 hour emergency calls (US citizens only): 380-44-216-3805

UZBEKISTAN --- TASHKENT EMBASSY (Identify yourself as a **DOE Employee on Official Travel** and explain situation)

Tashkent, Uzbekistan 700115, 82 Chilanzarskaya, 998-71-120-5444, after hours: 998-71-120-5450, FAX: 998-71-120-6335

6. Escort - Let the hospital/clinic know that you would like an itemized bill and a copy of the patient's medical records when the patient leaves or is transferred. Don't delay a transfer while waiting for this, but if you can get them it is helpful later on during the claims process.

OTHER IMPORTANT NUMBERS

RUSSIA

Non-Moscow number to AT&T Direct - 8-095-755-5042

AT&T Direct Moscow 755-5042

Hotels:

Arkhangelsk: Pur-Navalok 7-818-243-6509

Ekaterinburg: Atrium Palace 7-3432-596-000

Moscow:

Tverskaya Hotel 7-095-258-3000 (-3099 fax)

Grand Marriott Hotel 7-095-935-8500 (-8501 fax)

Radisson Hotel 7-095-941-8020 (502-224-1225 fax)

Novotel Moscow 7-095-926-5900

Novotel Sheremetevo 7-095- 926-5900 (-6604 fax)

Sheraton Palace 7-095-931-9700 (-9704 fax)

Renaissance Moscow 7-095-931-9000 (-9076 fax)

Murmansk: Poliarnie Zori 7-815-228-9500 (9504 fax)

Artica Hotel: 7-815-255-7021

Novouralsk: Green Cape Hotel 7-343-70-96171 (-45100 fax)

St. Petersburg: Sheraton Nevsky Palace 7-812-275-2001 Hotel Astoria 7-812-210-5032 (-5133 fax)

Vladivostok: Versailles Hotel 7-4232-26-4201 (-5124 fax)

New Embassy Office Building

Bolshoy Devyatinskiy 8, Moscow, Russia

DOE: 095-728-5220 or 5202

(fax) 095-728-5360

KAZAKHSTAN

AT&T Direct Almaty 8 (tone) 800-121-4321

Hotels:

Ankara Hotel 7-327-503-711

Hyatt Hotel 7-327-509-234

Dostyk Hotel 7-327-636-555

Kazakhstan Hotel 7-327-619-906

UKRAINE

AT&T Direct: 8 (tone) 100-11 (May not be available from every pay phone)

Hotels:

Kharkov:

National Hotel 380-57-232-0508

Novy-Kharkov 380-57-245-6893

Kiev:

Dnipro Hotel 380-44-228-0989

Khreschatik Hotel 380-44-229-7193

Rus Hotel 380-44-220-5646, 5425, or 4255

(HOTEL TAKES VISA AND MASTERCARD ONLY)

Odessa:

Londonskaya Hotel 380-48-222-5019

Sevastopol:

Sevastopol Hotel 380-69-252-3682

Ukraine Hotel 380-69-259-6333 (246-0653 fax)

Ukraine Hotel 380-69-252-2127

Yard Hotel 380-69-042-9851

Yuzhnoukrainsk:

Iskra Hotel 380-44-244-5572 Ext. 4408

(Ask to be transferred to the Hotel)
(HOTEL DOES NOT TAKE CREDIT CAR